

**Subject:** Intro to project manager

**From:** Ellen Riotto <ellen@southpark.la>

**Date:** 09/25/2018 03:38 PM

**To:** Daniel Taban <daniel@jadeent.com>

**CC:** Christie Rice <crice@slleonard.com>, Robin Bieker <robin@biekerco.com>, Robert Buente <bbuente@1010dev.org>, Channing Henry <channing@almadevelopment.com>

Daniel,

As discussed at today's Exec Comm mtg, I'm intro'ing you to Christie Rice who we onboarded to help project manage the move.

What we're working on now to get ourselves ready to send bid set out to GCs:

1. Need intros from owner to MEPs so we can finalize the scope
2. Working on a few edits to the AIA contract – I will share with Jim Pugh (and Exec Comm) for his ok before distributing to GCs

Let's schedule an onsite meeting so you can get fully up to speed on where we're at in the timeline. How does Monday sound? Both Christie and I are flexible on time. Let me know what works with your schedule and I'll coordinate.

Robin, Bob, Channing – you're welcome to join if your schedule allows. Including you on this email just as an FYI.

Thanks,

Ellen

Ellen Riotto

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